

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS		DATE	INITIALS
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2	D/BP AM			
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ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	
Remarks:				
<p>Reference memo (dtd 10 March 1964) was sent to your office for Security, Medical and Personnel.</p> <p>C, to 2: Per Telecom. No ACTION REQUIRED BY THIS OFFICE OR THE AGENCY WITH THE UNDERSTANDING THAT YOU WILL VERIFY THIS WITH BOB. INITIAL ROUTING OF BOB PAPERS TO THIS OFFICE DOES NOT SEEM APPROPRIATE IF GENERAL RESPONSE IS INDICATED.</p> <p>Is this a need excluding vs. then should be a all</p>				
FOLD		ENDER		
FROM: NAME, ADDRESS AND PHONE NO.				
ExecDirector (noted)				30 June
UNCLASSIFIED		CONFIDENTIAL		SECRET

See — This is the
follow-up memo to
Bob Bulletin 64-11
Wm

DDIS 61-3582

64-4650

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C.

June 25, 1964

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

The May 1 and June 1 reports concerning reduction of reporting burden on the public submitted by agencies in response to the President's memorandum of March 10, 1964 and Budget Bureau Bulletin No. 64-11 indicate that some modest reduction in reporting burden was achieved. We believe, however, that much more should be possible.

The attention given the reporting burden problem in the review to date seems to have been largely concentrated upon eliminating obsolete reports and speeding up actions that have been under consideration for some time. These results are useful. They do not appear to reflect, however, the results that should be achieved by the hard look the President has asked agencies to take at the burden their reporting requirements place on the public.

The President has made it clear that he does not want essential reporting eliminated. He does, however, expect Federal agencies to apply rigorous standards of essentiality to all reports--in particular, to the major ones that involve extensive burden. It is necessary that the same criteria be applied to the inauguration of new reports as to the review of existing reports.

It is the President's hope that solid accomplishments can be achieved in the period of this review. The next report is due July 31 and the final report December 31 of this year. We hope that you will give your personal attention to the kind of review being conducted in your agency and impress upon your staff the importance of this undertaking.



Kermit Gordon
Director

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 64-11

March 16, 1964

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Special review of all current reporting requirements

1. Purpose. The President, in his memorandum of March 10 to heads of executive departments and agencies dealing with "Simplification or elimination of reports to the Government," called for a special review of all current reporting requirements. This Bulletin provides guidelines for the conduct of the special review, and requests each department and agency to submit periodic statements to the Bureau of the Budget describing results obtained by its effort to achieve the President's objectives.

2. Guidelines for special review.

a. Scope. Although most of the reporting requirements now in use have been approved under the Federal Reports Act, some reports currently obtained from the public have not been subject to review under the provisions of the Act. All current repetitive requests for data from the public, whether approved under the Act or not, are included within the scope of the special review.

b. Procedures. The Bureau of the Budget will submit to each department and agency a list of all of the repetitive reports which are recorded by the Bureau as being approved for current use under the Federal Reports Act. The head of each department and agency should establish appropriate procedures for reviewing expeditiously each such listed report as well as each report currently in use but not listed by the Bureau of the Budget. To expedite clearance under the Federal Reports Act of agency requests for extension or revision of reports in instances where the current approval expires in 1964, it is desirable to schedule the special review of such reports as early as possible.

c. Elimination of reports. Particular attention should be directed to the identification of existing reports which can be eliminated entirely as a result of this special reappraisal of data needs. In conducting the special review, emphasis should be given to ways of streamlining or modifying agency operations and procedures so as to minimize the need for data. Where statutes require reports which the agency considers otherwise unnecessary for efficient operation, amendatory legislation should be proposed.

d. Simplification of reports. Possible methods of reducing the reporting burden by simplification include:

- Eliminating items of information now deemed unnecessary.
- Reducing the frequency of reporting.
- Reducing the number of respondents by use of sampling techniques or, where appropriate, by applying the "cut-off" principle, i.e., exempting respondents below a certain size or under specified conditions.
- Adopting a "short form" or simplified version for small business.

3. Reporting of results.

a. A progress statement will be submitted to the Bureau of the Budget by June 1, 1964, describing accomplishments achieved to date by the special review. In general, this statement will identify each report reviewed and will show whether the report was discontinued, simplified, or continued without change. Each such report approved under the Federal Reports Act will be identified by its Budget Bureau number; all other reports will be identified by agency form number.

b. A second statement will be submitted to the Bureau of the Budget by July 31, 1964, showing additional progress achieved to that date.

c. A final statement will be submitted by December 31, 1964.

d. Further instructions as to the specific content and format of these statements will be issued later.

4. Relation to the Bureau of the Budget Circular A-40. Procedures outlined above for the purposes of this special review supplement those prescribed in Bureau of the Budget Circular A-40, "Clearance of plans and report forms under the Federal Reports Act." During the period ending December 31, 1964, each submittal in accordance with paragraphs five and six of Circular A-40 will state whether the report has been evaluated in the course of the special review. During the same period, notice of discontinuances normally made on Form No. 75 in accordance with paragraph nine of Circular A-40 need not be submitted.

5. Designation of liaison representatives. Each department and agency is requested to designate a person to serve as liaison with the Bureau of the Budget in this effort. Mr. Raymond T. Bowman, Assistant Director for Statistical Standards, will be in charge for the Bureau and should be informed of the name of the agency liaison representative.

KERMIT GORDON
Director

U.S. DEPARTMENT OF COMMERCE

NATIONAL BUREAU OF STANDARDS

June 1, 1965

ADDRESS REPLY TO

NATIONAL BUREAU OF STANDARDS

WASHINGTON 25, D.C.

IN YOUR REPLY

REFER TO FILE NO.

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Charges for Computer Services and Plans for Future
Computer Operation at the National Bureau of Standards

Reference is made to Bureau of the Budget Bulletin No. 64-9 dated January 2, 1964 announcing to agencies that the National Bureau of Standards had been requested to operate an Experimental Computer Sharing Exchange and Computer Service Center, and to National Bureau of Standards memorandum of January 17, 1964, subject "Plans for Operation of Experimental Computer Sharing Exchange and Computer Service Center."

In the interest of economy of all users of the NBS computer, NBS and the Army's Harry Diamond Laboratory (HDL) have jointly purchased the IBM-7094. NBS will continue to operate this equipment until September 30, 1966, by which time we will have placed a new computer in operation. As soon as the selection of the replacement computer has been made, all users will be notified, so that ample time for conversion of programs for running on the new computer will be afforded.

The immediate effect of this purchase is that beginning May 31, 1965 the charge for the use of the IBM-7094 is \$180.00 per hour (instead of the earlier rate of \$390.00 per hour).

These rates supersede those which were announced by the NBS memorandum of February 12, 1965.


A. V. Astin
Director

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS		DATE	INITIALS
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2	6 E 62, Headquarters			
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ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	
Remarks:				
The following offices were furnished copies of the attached for information; OGC, DDS, D/Finance, AD/Fin (ADP), and OCS was furnished a copy for appropriate action.				
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO.			DATE	
STAT m. Officer, O/Finance, 6E69			1/27/64	
UNCLASSIFIED		CONFIDENTIAL		SECRET

U.S. DEPARTMENT OF COMMERCE

NATIONAL BUREAU OF STANDARDS

January 17, 1964

ADDRESS REPLY TO

NATIONAL BUREAU OF STANDARDS

WASHINGTON 25, D.C.

IN YOUR REPLY

REFER TO FILE NO.

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Plans for Operation of Experimental Computer
Sharing Exchange and Computer Service Center

In accordance with Bureau of the Budget Bulletin No. 64-9, dated January 2, 1964 (copy attached), the National Bureau of Standards has established experimentally, a Computer Sharing Exchange (hereafter called the Exchange) and a Computer Service Center (hereafter called the Center) to serve Federal Government agencies in the Washington, D.C. metropolitan area. For the purpose of this experiment, this area is defined to include Washington, D.C., Arlington County, Alexandria, Falls Church and Fairfax County in Virginia, and Montgomery County and Prince Georges County in Maryland.

As stated in Bulletin No. 64-9, the Bureau of the Budget has been engaged in an experiment to promote sharing of computer capacity among agencies in the Philadelphia, Pennsylvania area. The experiment there has shown that agencies in that area have materially benefited from sharing activity. The National Bureau of Standards will attempt to operate the Exchange/Center in such a way that all agencies in the Washington, D.C. area will want to take full advantage of the services offered by the Exchange in this area and the supplemental services available through the Center. Although the Exchange/Center is intended to serve agencies in the Washington, D.C. area, a more distant location will not necessarily be a bar to the provision of services by the Center.

How the Exchange will operate. The Exchange will maintain records of the availability for sharing purposes of Federal Government electronic computing facilities in the Washington, D.C. metropolitan area. The inventory of computing services available for use will be established based upon data supplied by the facilities (see Information Needs and Attachment I).

- 2 -

The Exchange will handle requests from Federal Government agencies for information concerning these facilities on a referral basis, to assist agencies in locating appropriate computer time and services for their essential work. Such referrals do not imply a guarantee that an agency which has available services can fully or partly satisfy or perform the services required. The initiation and completion of negotiations, arrangements and agreements connected with sharing services are the responsibilities of the parties involved.

There will be no charge to agencies for the referral services of the Exchange.

How the Center will operate. In conjunction with the Exchange, the National Bureau of Standards has made available its Computation Laboratory as a service center. The Center will provide both electronic equipment and personal services at cost to Government agencies to the extent its present equipment and professional resources permit and appropriate arrangements can be made. Such services are available either through the services of the Exchange or by direct inquiry of the Center.

An IBM 7094 with 32,000 word internal memory, ten 729-4 tape drives, a low-speed on-line printer (150 lines/minute) and a card reader (250 cards/minute) will be available.

An IBM 1410 with 40,000 character internal memory, five 729-4 tape drives, a high-speed printer (600 lines per minute) and a high-speed card reader (800 cards per minute) and card punch (250 cards per minute) are available both as a separate computer facility and as peripheral equipment for the IBM 7094.

In addition, there is available some EAM equipment, i.e., sorter, collator, 407 accounting machine, etc. Personnel for incidental key-punching and for all machine operations can be provided.

A professional staff is available for problem formulation, analysis, programming and coding.

Current charges for the services available at the Center are at the rates set forth in Attachment II.

Information Needs

(1) For the Exchange. It is requested that each ADP Unit that operates one or more electronic digital computers within the Washington, D.C. metropolitan area, complete Attachment I - "Digital Computer Facilities Available for Sharing," and return it to the Exchange on or before February 28, 1964. Your completion of Attachment I will permit the maintenance of an accurate inventory of computer facilities in the area available for sharing services. It will also enable the Exchange to be responsive to inquiries with reasonable assurance that a service requirement can be satisfied.

If, at some later date, significant changes are made in the physical plant (e.g., acquisition of new equipment, closing down of existing equipment, or a change in internal memory capacity), or in operating procedures (e.g., a change or addition of major types of work performed or the inception or termination of second shift operations), they should be reported to the Exchange, preferably as they occur, but at least quarterly. Such changes may be reported either by telephone (if the change is a limited adjustment) or by submission of a corrected Attachment I (if the change is extensive).

The ADP computer equipment to be reported on in Attachment I is defined in paragraphs A1 and A2, Attachment A, Bureau of the Budget Circular No. A-55, revised November 15, 1963. All ADP computer equipment is to be reported except where Bureau of the Budget Circular No. A-55 provides for an exclusion. Each computer reported is to be listed on a separate Attachment I. Additional forms may be duplicated for this purpose, if needed. Explanatory remarks pertaining to a particular computer or to availability of personnel and programming assistance, or any other comments or suggestions may be provided on the form or as supplemental sheets to the Attachments.

(2) For the Bureau of the Budget. At a later date, an evaluation of the Exchange/Center experiment will be made. To be responsive to the Bureau of the Budget requirements in this regard, each ADP unit in the Washington, D.C. metropolitan area is to assure the maintenance within its records system of the following information concerning sharing in which it participates. A call for the submission of this information will be issued separately prior to the evaluation period.

- (a) The organization which has been provided with a sharing service, irrespective of geographic location.

- 4 -

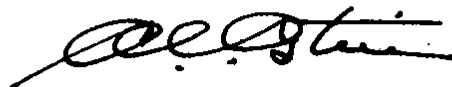
- (b) The calendar period(s) in which the service(s) was performed (and whether a one-time or a continuing job).
- (c) The number of main-frame computer hours provided in each calendar period.
- (d) The hours of programming (and general identification of other "software") services provided.
- (e) The dollar value of the services performed in each instance of sharing, and whether reimbursed.

Requests for services and information. The Applied Mathematics Division of the National Bureau of Standards will supervise both the Exchange and the Center. Requests for utilization of the services of either the Exchange or the Center, for assistance in completing Attachment I, or for any other information about the Exchange/Center should be directed to:

Computer Exchange/Center
Applied Mathematics Division
National Bureau of Standards
Washington, D.C. 20234

Or telephone:
Dr. Edward W. Cannon
EMerson 2-4040, or
Government Code 154, Ext. 7741

Beginning date for the experiment. Both the Exchange and Center operations will begin as of the date of this memorandum and continue for an experimental period of eighteen to twenty four months. It should be realized, however, that the services of the Exchange will be limited until such time as all Attachments I are returned to the Exchange (as soon as possible, but not later than February 28, 1964). Additional copies of this memorandum are available for agency use in publicizing these requirements to ADP Units and to organizations which might require computer services (or this memorandum may be reproduced locally for that purpose).



A. V. Astin
Director

FORM NBS-140 (1-64)		U.S. DEPARTMENT OF COMMERCE NATIONAL BUREAU OF STANDARDS		DO NOT USE	
DIGITAL COMPUTER FACILITIES AVAILABLE FOR SHARING					
SEND COMPLETED FORM TO: Computer Sharing Exchange, Applied Mathematics Div. National Bureau of Standards Stop 3 or Washington, D.C. 20234			INSTRUCTIONS - Prepare one copy of this form for each computer. Also complete a form when information reported requires significant revision.		
1. DEPARTMENT OR AGENCY			2. BUREAU, OFFICE, OR COMMAND		
3. LOCATION OF COMPUTER (Building, Room, Address and Mail Stop No.)			4. INDIVIDUAL TO CONTACT (Name, title, organization)		
			5. TELEPHONE CODE		EXT.
6. DESCRIPTION OF DIGITAL COMPUTER FACILITY					
a. MAKE AND MODEL OF MAIN-FRAME			b. INTERNAL MEMORY CAPACITY (Words/characters)		
c. TAPE DRIVES	NUMBER	TYPE	d. PRINTER: <input type="checkbox"/> ON LINE <input type="checkbox"/> OFF LINE		
e. CARD PUNCH OUTPUT CAPABILITY: <input type="checkbox"/> YES <input type="checkbox"/> NO			f. CARD READING CAPABILITY: <input type="checkbox"/> YES <input type="checkbox"/> NO		
g. ADDITIONAL EQUIPMENT FEATURES (Such as paper tape input, special printing capability, etc.)					
7. MAJOR TYPES OF APPLICATIONS PERFORMED ON THIS COMPUTER (Scientific, accounting, etc.)					
8. LIMITATIONS UPON ACCESS TO COMPUTER USE					
a. CAN NON-CLEARED PERSONNEL HAVE CONVENIENT ACCESS TO COMPUTER? <input type="checkbox"/> YES <input type="checkbox"/> NO			b. CAN CLASSIFIED WORK BE CONVENIENTLY HANDLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
9. TOTAL HOURS CURRENT COMPUTER USAGE PER MONTH (Include production hours, downtime, maintenance, etc.)					
10. APPROXIMATE COMPUTER MAIN FRAME HOURS PER MONTH AVAILABLE FOR USE BY OTHERS (State whether weekday or weekend, first or second shift, etc.)					
11. PROGRAMMING ASSISTANCE AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO		12. PROGRAMMING LANGUAGES USED (Cobol, Algol, Fortran II, etc.)			
13. RATE SCHEDULE (PER HOUR) FOR COMPUTER MAIN FRAME		14. COMPLETED BY (Name and title)		TELEPHONE	
				DATE COMPLETED	

Charges for Use of Equipment and for Services

IBM 7094	with 32,000 word internal memory, up to 14 729-4 tape drives, on- line printer and card reader.	\$8 per minute or fraction thereof
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IBM 1410 when used as peripheral equipment
for IBM 7094:

as a printer	400 lines for \$1
as a card reader	450 cards for \$1
as a card punch	150 cards for \$1

when used as a self-contained computer with 40,000 character internal memory, up to 5 729-4 tape drives, high-speed, on-line printer, card reader and card punch. \$2 per minute

There is no added charge for computer operators, incidental key-punching, single or two-ply paper, cards or the incidental use of the EAM equipment where necessary for the preparation of a problem.

Requests for special paper, large amounts of cards, excessive use of the key-punching or of the EAM equipment may necessitate additional charges.

Charges for the services of the professional staff for programming or analysis are between \$9 and \$24 per hour and depend upon the seniority of the individual assigned to the specific task.

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 64-9

January 2, 1964

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Establishment of an Experimental Computer Sharing
Exchange and Computer Service Center at the
National Bureau of Standards

1. Purpose. This Bulletin (a) announces the establishment by the Department of Commerce of an experimental Computer Sharing Exchange and Computer Service Center at the National Bureau of Standards as a service to Federal Government agencies in the Washington, D. C., area; (b) identifies the services available to agencies; and (c) provides guidance with regard to the manner of operation and utilization of the services.

2. Background. Concurrent with the increasing use of electronic computers in the Federal Government, it has been found that the utilization of the computer capacity of an agency by other organizations of that agency (intra-agency) or by other agencies (inter-agency) results in mutual assistance and benefits to individual agencies and the Government as a whole. This type of computer use among Federal Government agencies is termed "sharing."

The Bureau of the Budget has been engaged in an experimental project to promote and facilitate sharing among agencies in the Philadelphia, Pennsylvania, area. A Computer Sharing Exchange was established in that area as a focal point of information and advice on sharing possibilities. Its purpose was to assist agencies not having a computer, and agencies with insufficient computer capacity of their own, to locate other computer resources in the area to perform their essential work. The experiment has so far revealed that the incidence and value of sharing has substantially increased and that the concept of sharing should be further encouraged.

The Washington, D. C., area has by far the largest concentration and diversification of computers in the country and, therefore, a special approach to sharing is warranted. In addition to a Computer Sharing Exchange, sharing may also be accomplished in this area by designating a common source (Computer Service Center) for the purpose of providing computer resources and related professional services.

3. Actions by the Department of Commerce. The Department of Commerce has established at the National Bureau of Standards a Computer Sharing Exchange (hereafter called the "Exchange"), and has designated the present electronic computer facilities of the National Bureau of Standards as a Computer Service Center (hereafter called the "Center"). The Exchange and Center are to operate on an experimental basis for a period of eighteen to twenty-four months.

The National Bureau of Standards will send a letter to departments and establishments which will announce the beginning date for the experiment, types of equipment operated at the National Bureau of Standards and the rates of charges, and the range of services available. In addition, the letter will include a call for current information (and provision for updating) regarding the equipment and related services in the area available for sharing purposes. The data thus reported will enable the Exchange to assist agencies in locating appropriate computer time and services to fulfill their needs. Also included in the letter will be a statement of the records required by the Bureau of the Budget to enable later evaluation of the experiment.

4. Services to be provided by the Exchange. The Exchange will be prepared to coordinate requests for any type of electronic computer-oriented assistance by providing referrals to computer facilities in the area which might satisfy the requirement. Unused time on the computer facilities of the Center will be available to the Exchange.
5. Services to be provided by the Center. The Center will make available unused time on presently installed digital computers. In addition to making computer time available, the Center will provide computer programming, analysis and problem formulation, and consultations in these areas. The Center will consider requests for business type, scientific, engineering and other types of computer services to the extent its present equipment and professional resources permit and appropriate arrangements can be made.
6. Reimbursements for services. During the experimental period, the Center will be operated and financed in accordance with the established financial system of the National Bureau of Standards. Referral services furnished by the Exchange will be available without charge. Computer services provided by the Center will be reimbursed by the customer agency based on negotiations with the National Bureau of Standards on the cost of the services. Similarly, services provided by one agency to another as a result of referrals by the Exchange will be paid for as authorized by those provisions of law set forth in 31 USC 686, or other similar applicable statutes.
7. Utilization of services. Utilization of the services available at the Exchange/Center is encouraged as a means by which agencies in the area can benefit although the use is not mandatory. Executive departments and establishments, upon receipt of the letter from the National Bureau of Standards, are to take the appropriate steps to announce this experiment to their agencies located in the Washington, D. C., area, and to encourage utilization to the extent the services can be responsive to their requirements. The use of the services will be facilitated if prospective users are authorized to initiate inquiries directly with the Exchange/Center. Because of the location, the Exchange/Center primarily will serve agencies in and near Washington, D. C. However, a more distant location of a prospective user need not preclude the negotiation of an agreement.

KERMIT GORDON
Director

STAT

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11/2/64

TRANSMISSION SLIP

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~~Miss. Clarke~~

R. NO.

BUILDING

REMARKS:

Attached BOB Circular 64-8
was forwarded to us - one copy only
by Dir. Finance.

He has assigned action to
Womack and has asked him to
follow up. Our copy is for
information only.

STATROM:

ROOM NO.

EXTENSION

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CIA-RDP06M00944R000200070003-6

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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

Noted by:
J me
B nt

BULLETIN NO. 64-8

December 26, 1963

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Study of the management of automatic data processing in the Federal Government

1. Purpose. The purpose of this Bulletin is to announce a study by the Bureau of the Budget of the management of automatic data processing activities in the executive branch, and to request the cooperation of departments and establishments in the conduct of the study.
2. Origin and scope of study. The study will include a review and evaluation of existing Government-wide and individual agency policies, organizational arrangements and programs for the use of automatic data processing equipment. Based on the study findings, recommendations are to be made for such administrative or legislative actions as may be appropriate to improve the management of these activities. The recommendations are to be submitted to the President and the Congress by June 30, 1964.
3. Advisory committee. An advisory committee has been formed to advise the Director of the Bureau of the Budget and the project staff on matters relating to the study. Various other persons will be consulted during the course of the study, including Members of Congress and representatives of Federal agencies, industry, business, labor and professional groups. Members of the advisory committee are:

Robert Ramspeck, a former Member of Congress and former Chairman of the Civil Service Commission, now a consultant for Eastern Airlines (Chairman)

Bernard L. Boutin, Administrator of General Services

Manuel R. Cueto, Vice President in Charge of Electronic Planning and Development, New York Life Insurance Company

Walter F. Frese, Professor of Business Administration, Harvard University

Martin Gainsbrugh, Vice President, National Industrial Conference Board

J. Herbert Hollomon, Assistant Secretary of Commerce for Science and Technology

Dwight A. Ink, Assistant General Manager, Atomic Energy Commission

Frederick J. Lawton, former Director of the Bureau of the Budget and former Civil Service Commissioner

John W. Macy, Jr., Chairman of the Civil Service Commission

Thomas D. Morris, Assistant Secretary of Defense (Installations and Logistics)

Martin Shubik, Professor of Economics, Yale University

4. Project staff. The study will be made under the direction of Carl W. Clewlow, who is on leave from his position as Managing Associate, Arthur Young and Company, to serve as the project director. Mr. Clewlow has served as Deputy Administrative Assistant Secretary, Department of the Treasury, and prior to that as Director of the Office of Analysis and Review, Department of the Army. He will be assisted by a small full-time project staff selected from various Government departments and agencies.

5. Agency assistance to project staff. The findings and recommendations of this study will be considered by the President and the Congress in formulating policies in regard to the future use of automatic data processing equipment throughout Government. It is important that they be based on full and accurate information. It is requested that all departments and establishments assist by responding as promptly as possible to requests of the project director and staff for information and assistance during the course of the study.

KERMIT GORDON
Director

DEC 1963